

LIBRARY ADVISORY COMMISSION  
CITY OF MILPITAS  
Monday, July 19, 2004

UNAPPROVED MINUTES

**Minutes:** Meeting of the Library Advisory Commission (LAC)  
**Date of Meeting:** July 19, 2004  
**Place of Meeting:** Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

**I. Call to Order** Chairperson Hay called the meeting to order at 7:00 p.m.

**II. Flag Salute** Chairperson Hay led the Commission in the Pledge of Allegiance

**III. Roll Call** Commissioners Present: Aoalin, Davis, Hay, Fan, Montano, Stephens, Wang and Alternate Chou  
Commissioners Absent: none  
City Council Liaison Present: Vice-Mayor Patricia Dixon  
City Staff Present: Program Coordinator Aaron Bueno  
Public Services Clerk II Renee Lorentzen  
County Staff Present: Linda Arbaugh

**IV. Alternates** No Alternates were seated.

**V. Agenda** **MOTION** to approve the Agenda of July 19, 2004.  
M/S: Hay/Davis Ayes: All

**VI. Minutes** **MOTION** to approve the Minutes of May 17, 2004.  
M/S: Hay/Stephens Ayes: All

**VII. Citizens Forum** No members from the audience wished to speak.

**VIII. Announcements and Correspondence**

Chairperson Hay wished a Happy Birthday to the following Commissioners who have recently or will soon celebrate a birthday: Stephens, Arbaugh, Davis

**IX. Old Business**

**1.1 Library Building Project Update**

City of Milpitas Principal Engineer Mark Rogge thanked Commissioners Stephens, Hay and Chou for participating on the interview panel for the Library Building project. An architectural firm was chosen and will be offered a contract. Once the contract is approved by the City Council, the design phase will last approximately 24 months. Commissioner Hay asked why the process would take so long. Principal Engineer Rogge explained that the editing and processing of the plans are tedious as there are over 400 pages of plans with over 4,000 technical specifications. Chairperson Hay asked if the plan would take more time because the Library was to be a "green" building. Principal Engineer Rogge answered that it should not take more time, but would take more money.

## **1.2 Library Naming Subcommittee Update**

Principal Engineer Rogge informed the Commission that their suggestions would go to the Library Naming Subcommittee at the July 26, 2004 meeting. Commissioner Davis asked why the City is trying to name all of its facilities. Mr. Rogge answered that the concept of naming the Library and other City facilities was brought up at a City Council meeting.

## **X. New Business**

### **1.1 Review Work Plan Job Assignments**

The Commission reviewed their work plan items:

Goal 1. Serve as a link between the Community and the library.

A. Library Suggestion Box

1. Computer Speed: Receiving upgrade on Band Width. Each computer will be on own line in new library.
2. Allow more time on Computers: longer time means longer lines. Commissioners suggested time-out software on computers. If there is not line when your time is over, user can log back on.
3. Install Vending Machines for Soda/Food: Small snacks are allowed in the Library so it may be feasible in the new Library.
4. More lights: The new Library will have better lighting. Any augmentation to the current Library will be too expensive.
5. More paper for Copies: Copies at the Library are free and staff is very generous with paper. The Commission collectively suggested that the Library cease giving out paper as a cost saving measure and asked for recycled paper donations from the community.
6. Enforce "No Laptops" in Study Area: In Progress
7. Consider less strict Hold Policy: Possible through Measure B.

B. Participate in City-sponsored events with informational displays when appropriate and authorized by the City. Commissioners may staff displays: Ongoing.

C. Promote better appreciation of different cultures by addressing these particular needs for library services and participate at cultural events: Community Library Supervisor Arbaugh reported that the library regularly hosts cultural events, such as recently hosting a Chinese harpist. Commissioner Davis and Community Library Supervisor Arbaugh to meet to further discuss upcoming events.

D. Participate as requested in the development of the new state-of-the-art library and make recommendations to the Library Subcommittee: Ongoing.

E. Effectively communicate the role of the Library Advisory Commission as a forum for citizen input at locations such as Milpitas High School, Senior Center, and Terrace Gardens. The Commissioners will staff these forums: Commissioner Montano to lead this objective. Commissioners Stephens and Wang volunteer.

- F. Encourage and promote attendance at Library Advisory Commission meetings through press releases in the Milpitas Post and announcements on the community cable channel: Commissioner Davis wrote a press release to announce September meeting and Staff Liaison Bueno sent the press release to the Milpitas Post.

Goal 2. Promote library programs, book sales, and services to the community.

- A. Provide information to the Community Librarian for lobby posters and to the Community Center Supervisor for the electronic reader board messages: Ongoing
- B. Provide information to the City's cable station with event announcements.
- C. Send press releases to local media: Commissioner Davis wrote a press release to announce September meeting and Staff Liaison Bueno sent the press release to the Milpitas Post.

Goal 3. Raise awareness of Community concerns about the library.

- A. Provide community input to the library staff: Ongoing.
- B. Review suggestions received from citizen forums and present to Community Librarian: As needed. Commissioner Montano will head this objective.
- C. Address concerns to the Library Subcommittee: As needed.

Goal 4. Advocate legislation and funding that will help meet the needs of our community library.

- A. Learn about legislation and lobby issues at the county, state, and national levels by attending appropriate conferences, like California Association of Library Trustees and Commissioners, and Legislative Day: Ongoing.
- B. Attend appropriate training and seminars with elected officials: Ongoing

## **XI. Other Business**

### **1.1 Friends of the Milpitas Library**

The Friends of the Library held their Technical, Computer and Hard Bound Fiction Book Sale on July 17, 2004. Book sales brought in almost \$700.00.

### **1.2 County Librarian Report**

No report given the absence of County Librarian Melinda Cervantes.

### **1.3 Community Librarian Report**

Milpitas Community Librarian Supervisor Linda Arbaugh reported fourteen County Librarians took a "Golden Handshake" and retired. A joint party was held to honor their years of service. The Milpitas Library welcomed Kay Horner, a Librarian from Cupertino. She will be working part-time for the Library in the Adult Book Section. Librarian Melany McEnerny is currently the Acting Program Librarian. The Library had its carpets cleaned and with Vision Literacy no longer located in the Library, an extra 300 sq. feet is now available.

The Milpitas Library's annual circulation was 2.4 million items, an increase of 8.2% from last year. The Milpitas Library is the busiest in the County. 30% of

checkouts are done on the “Self-check” machine, processing over 700 items per hour.

Tuesday night story time was successful with over 100 people in attendance. Professional storyteller Yolanda Rhodes entertained. Over 800 children were enrolled in the Summer Reading Program, 105 in the Good Listener Club and 113 in the Young Adult Reading Club.

The Library will be closed on September 6, 2004 in honor of Labor Day.

#### **1.4 City Council Report**

Vice Mayor Dixon reminded the Commission that the Commissioners Dinner would be on July 23, 2004 at the Milpitas Community Center. The City distributed its first Newsletter to the community and received great responses from residents. At the August Joint Powers Agency (JPA) meeting, the issue of the budget will be re-visited. At the last meeting, the budget did not pass with a 5:4 vote. There is concern about losing equipment and technology in proposed budget cuts.

#### **1.5 City Staff Report**

Program Coordinator Aaron Bueno announced that August 5, 2004 is National Night Out. He also reminded the Commission of the Commissioner Recognition Dinner on July 23, 2004 at 7:00 p.m. at the Milpitas Community Center. The Fall Activity Guide will be available and mailed to each residence in mid-August.

#### **1.6 Future Agenda Items**

Chairperson Hay suggested Youth input for new library: a joint meeting with the Youth Advisory Commission.

### **XII. Adjournment**

There being no further business, Chairperson Hay adjourned the meeting at 8:47pm to the next regularly scheduled meeting on September 20, 2004.